



## Report of Project Activities

Department of Labor and Workforce Development  
Division of Business Partnerships

### DENALI TRAINING FUND PROGRESS REPORT



**NAME OF ORGANIZATION:** Cape Fox Heritage Foundation  
**NAME OF PROJECT:** Denali Training Program Grant File No. 7-206  
**REPORT PERIOD:** 07-01-2007 through 09-30-2007

#### **PROJECT ACTIVITIES AND ACCOMPLISHMENTS:**

Briefly describe the grant activities undertaken during the period and any accomplishments achieved.

##### PERSONAL SERVICES

- Staff members working: Project Manager; Administrative Assistant; Accounting Technician; Case Manager Training Manager.

##### PROGRAM DEVELOPMENT

- Coordination of trainee placement in private partner companies.
- Assessment of trainee skill levels and facilitation of complementary training in other work venues.
- Continued coordination of Software and Hardware training through the Tongass Business Center.
- Facilitation of GPS/GIS fieldwork season. (2 trainees working)
- Coordination of GIS database framework to GPS data input.
- Document Management Center established as a production platform for multiple and simultaneous contracts. (6 trainees working)

##### PROMOTION

- Multiple contacts with local and State officials (both elected and staff positions) to inform, build support for, and reaffirm support of this project – ongoing effort.
- Newsletter information disseminated – ongoing effort.
- Website design initiated and ongoing.
- Direct marketing to private partner companies with personal contact, direct mail, electronic mail.

**FACILITY DESIGN**

- Final design completed and bidding process initiated. (using non-DTF funds)

**EQUIPMENT**

- Assessment of design requirements for permanent facility equipment ongoing with A&E firm.
- Selection of equipment for additional training/job placement areas is being assessed.

**PLANNED ACTIVITIES FOR NEXT REPORTING PERIOD:**

Describe the grant activities you expect to complete during the next ~~month~~ reporting period.

- Continue program development.
- Continue case management of trainees.
- Recruit full complement of trainees (10 total) to work with private partner companies at interim facility.
- Continue holding informational public and private meetings to increase awareness of and support for the Technology Center.
- Purchase additional equipment based on previous need assessment, space use, and logical training progression.

**PROBLEMS, DELAYS OR CONCERNS EXPERIENCED:**

Are the grant activities progressing as planned? If not, what is the cause? Identify if there are any areas the Alaska Workforce Investment Office can provide assistance.

1. Yes.
2. N/A
3. N/A

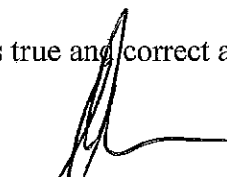
**POSSIBLE PROBLEM RESOLUTIONS AND TIMEFRAMES:**

For any problems identified, describe how you will resolve them and how long it will take.

Certification: I certify that the above information is true and correct and in accordance with the terms and conditions of the agreement.

David Landis, COO, CFHF

**Name and Title**

  
**Signature**

10-15-07  
**Date**